



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Business Regulation

INSURANCE DIVISION

233 Richmond Street, Suite 233

Providence, RI 02903 – 4233

Telephone No. (401) 222-2223

www.dbr.state.ri.us

FAX No. (401) 222-5475

TDD No. (401) 222-2999

INSURANCE PRODUCER LICENSE FEES

Renewals

| | <u>License Fee</u> | <u>Continuing Education Tracking Fee</u> | <u>TOTAL DUE</u> |
|--|---------------------------|--|------------------|
| All Rhode Island Residents (Individuals & Business Entities) | \$100 | \$10 | \$110 |
| All Nonresident Individuals | \$110 | \$10 | \$120 |
| All Nonresident Bus. Entities | \$150 | \$10 | \$160 |
| Branch Office Affiliation | \$25.00 per Branch Office | | |

New Applicants

| | <u>License Fee</u> | <u>Continuing Education Tracking Fee</u> | <u>TOTAL DUE</u> |
|--|---------------------------|--|------------------|
| All RI Residents (Individuals & Business Entities) | \$100 | \$10 | \$110 |
| All Nonresident Individuals | \$110 | \$10 | \$120 |
| All Nonresident Bus. Entities | \$150 | \$10 | \$160 |
| Branch Office Affiliation | \$25.00 per Branch Office | | |

NOTE: All Initial Producer License Fees (including Continuing Education Tracking fee) are nonrefundable. If an Applicant does not complete the Application process within ninety (90) days, the Department will notify the Applicant by mail. All subsequent Applications will require an additional Initial Producer Licensee Fee and Continuing Education Tracking Fee. Please visit the Department website at www.dbr.state.ri.us and download a copy of Insurance Regulation #103 (eff. 3/27/06). As of May 1, 2006, all business entity licenses will expire on May 31st (even & odd years). The expiration year is based on the year in which the business entity applies (see chart below).

Prior to May 1, 2006, all licensed business entities were due to expire on June 30, 2006. Business entities that were required to renew by June 30, 2006 will receive the new expiration date of May 31, 2008.

NEW APPLICATIONS RECEIVED IN 2006

| | |
|--|--|
| First time Business Entity ("BE") Producer applicants – Beginning MAY 1, 2006 ▼ | LICENSE EXPIRATION DATE ▼ |
| BE Producer Licenses issued MAY 1, 2006 – DEC 31, 2006 | BE Producer license will Expire on MAY 31, 2008 |

NEW APPLICATIONS RECEIVED IN 2007

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|---|--|
| First time Business Entity ("BE") Producer applicants – Beginning Jan 1, 2007 ▼ | LICENSE EXPIRATION DATE ▼ |
| BE Producer Licenses issued JAN 1, 2007 – DEC 31, 2007 | BE Producer license will Expire on MAY 31, 2009 |

OTHER FEES

Amendment to License Fee

Resident Ind. & Business Entity/\$50, Nonresident Individuals/\$55
& Nonresident Business Entity/\$75

Note: Nonresidents that are amending their license are required to submit a new Uniform Application and the amendment fee noted above. Residents that are amending their license are required to submit a new Uniform application, original test results (Promissor), precicensing certificate, BCI authorization waiver form and amendment fee noted above.

Reinstatements must be within one-year of the expiration date.

Reinstatement Fee

Resident Ind. & Business Entity/\$50, Nonresident Individuals/\$55
& Nonresident Business Entity/\$75

- The Reinstatement process requires an Application for License Reinstatement (Individual or Business Entity), two-year renewal fee and the *additional* Reinstatement fee; *if received within the thirty (30) day grace period of the expiration date. Residents are required to fax or mail a copy of the continuing education course certificates.*
- *If the Reinstatement is received over the thirty (30) day grace period of the expiration date*, the individual is required to complete the Application for License Reinstatement (Individual or Business Entity), pay the two-year renewal fee, pay the additional Reinstatement fee and complete a Reinstatement Affidavit. *Residents are required to fax or mail a copy of the continuing education course certificates.*
- Reinstatements will not be accepted past one-year. Individuals and Business Entities are required to submit a new Uniform Application and a two-year fee.

*Residents must comply with the continuing education requirements and should maintain a copy of completed course information.

Letter of Certification \$15 ea. *(see attached Notice regarding Letters of Cert and Good Standing)*

Letter of Clearance \$15 ea.

Duplicate License Fee, if requested \$25 or Licensees should click here to subscribe to the **Online Licensee Services** ("OLS"): https://sbs-ri-public.naic.org/Lion-Web/jsp/login/login_ols.jsp

Checks are made payable to: State of Rhode Island, General Treasurer

For applications, affidavits and licensing instructions, you may visit the Department website at www.dbr.state.ri.us.



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IMPORTANT NOTICE REGARDING THE ISSUANCE OF RHODE ISLAND LETTERS OF CERTIFICATION AND GOOD STANDING

The Rhode Island (“RI”) Insurance Division (“Division”) has continued to issue letters of certification and good standing for those RI residents that are applying for a license in another state. It should be noted that the Division is participating in the national initiative for consistency and uniformity of state insurance regulation by using the Producer Database (“PDB”) or State Producer Licensing Database (“SPLD”) as an official state record for licensing. In an effort to promote such uniformity, RI will no longer issue letters of certification or good standing for *Insurance Producers*. RI does not require letters of certification or good standing and the applicant’s home state license is verified on PDB or SPLD.

Claim Adjusters

The Division recognizes that not all states license Claim Adjusters and the licensee’s home state information may not appear on PDB or SPLD. It should be noted that RI is currently reciprocal with ten (10) states as it relates to the licensing of Claim Adjusters. RI will therefore make every effort to verify the applicant’s home state license in that reciprocal state. RI will continue to issue letters of certification or good standing for those licensees that have complied with our state examination (resident or nonresident). For a list of the reciprocal states, you may visit the Department website at http://www.dbr.state.ri.us/pdf_forms/insur/Rhode%20Island%20reciprocal%20states.pdf.

Licensing Status Information

Licensees and insurance companies should be advised that the status of a license may be obtained by the Department website at www.dbr.state.ri.us. There is no cost associated with the Division’s look-up service and should be utilized. In addition, a printed copy of the “Licensee Look-up” information may be used in lieu of a letter of certification.

For questions relating to licensing or regarding this Notice, you may call the RI Insurance Division, Licensing Section at 401-222-2223.